

COMMERCIAL FIRE AND SECURITY ALARM SUBMITTAL CHECKLIST

PROJECT: _____

DATE: _____

- _____ Application properly completed and signed on both sides with all information filled in. Please provide a **PHONE # AND FAX#**.

_____ Lien Law (if over \$2,500.00) _____ Power of Attorney _____ Paperwork notarized _____
_____ Legal Printout

1. _____ **TWO** complete sets of plans, 1/8" or 1/4" scale. If over \$5,000.00 value of work, plans must be sealed by Engineer. Each page to be sealed or accompanied by signed letter from the Engineer. Letter to list each page of plans.
2. _____ Site plan showing entire plaza, shopping center or building with subject unit/suite indicated.
3. _____ Complete floor plan of building shall show location of all devices.
4. _____ Shall have specification sheets on all devices. Specification sheets shall state they comply with 4A-48 for fire alarm systems.
5. _____ Shall submit battery calculations.
6. _____ Shall show wire type.
7. _____ Cost of job shall include all material and labor.
8. _____ System voltage requirements.
9. _____ Show delay egress systems or magnetic locks.
10. _____ Location of card readers or keypads.
11. _____ Security alarm systems must only submit an equipment list indicating that all equipment is listed and tested for the intended use.
12. _____ Security systems must submit detail plan with cut sheet if connected to egress doors or door locks.
13. _____ All strobes shall be ADA flash rate of a minimum of one (1) Hz and a maximum of three (3) Hz and audible shall be a distinctive temporal pulse.
14. _____ Other _____